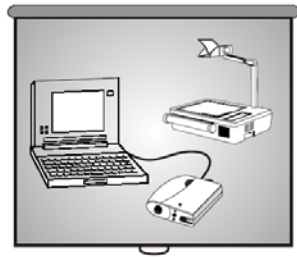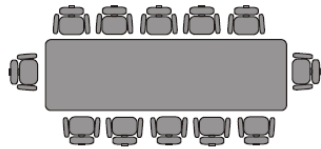# *How to Set Up for a Zenith City Tabletop Exercise*

# *Setting Up for a Simple Tabletop Exercise*

### Room Characteristics:

- Large conference table w/ chairs
- A/V Requirements:
  - computer and LCD projector or overhead projector
  - projection screen

**Instructor Notes:**

•Depending on the exercise chosen, the number of participants may vary. The simple exercises contained on the Zenith City CD can be run for 5 to 20 participants. Trainers must select an exercise room with a large conference table that can accommodate the chosen number of participants comfortably.

•The room chosen should also be equipped with a projection screen, an LCD projector, and a computer. An overhead projector can be used in place of the computer and LCD projector.

## *Setting Up for an*
## *Enhanced Tabletop Exercise*

### *Room Characteristics:*
- Large, open space
- Moveable tables and chairs
- A/V Requirements:
  - computer and LCD projector or overhead projector
  - projection screen
  - speakers (for computer)
  - microphone for presenters and exercise facilitators (may not be required)

**Instructor Notes:**

•Depending on the exercise chosen, the number of participants may vary. The enhanced exercises contained on the Zenith City CD can be run for 15 to 80 participants. Trainers must select an exercise room that can accommodate the chosen number of participants comfortably, and that can accommodate the appropriate number of exercise tables and chairs.

•If the exercise is being run as part of a training workshop, it works best if the room chosen can accommodate classroom-style seating with moveable tables and chairs that can be reconfigured to accommodate the exercise.

•The room chosen should also be equipped with a projection screen, an LCD projector, and a computer. An overhead projector can be used in place of the computer and LCD projector. If there is no audio system in the room, the computer should be equipped with external loudspeakers for larger groups, so that the audible signals for media alerts can be heard by all participants. A microphone is suggested for larger groups (40 or more), but may not be necessary for smaller groups if the presenters and exercise facilitators speak loudly and clearly.

## Exercise Room Setup
### (Simple)
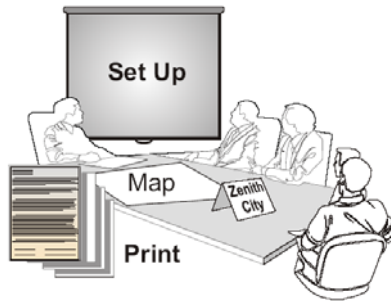
- Print all exercise materials such as maps and injects (on CD)
- Place pre-exercise materials and maps on conference table
- Set up exercise slide presentation on computer w/ LCD projector *or* overhead projector

**Instructor Notes:**

•The first step in setting up a simple tabletop exercise is to print all the exercise materials provided on the Zenith City CD. These include items such as the facilitator's guide for the exercise and pre-exercise materials such as road maps, water utility maps, and other background materials.

•Next, place all the pre-exercise materials on the conference table. The participants are provided background information pertinent to the exercise and to their roles. This is typical information that each organization might realistically have access to. All the pre-exercise materials are provided on the CD.

•Trainers can find the slideshow presentation that accompanies each exercise on the CD as well. This presentation introduces the participants to Zenith City and sets the stage for the exercise. The presentation can be given using a computer with an LCD projector, or an overhead projector.

# *Exercise Room Setup*
## *(Enhanced)*



- Set up tables and chairs - follow table layout diagram (on CD)
- Post double-sided table signs to identify tables (on CD)
- Print and place pre-exercise role-specific materials and maps on tables (on CD)
- Set up exercise slide presentation on laptop and test projector (on CD)
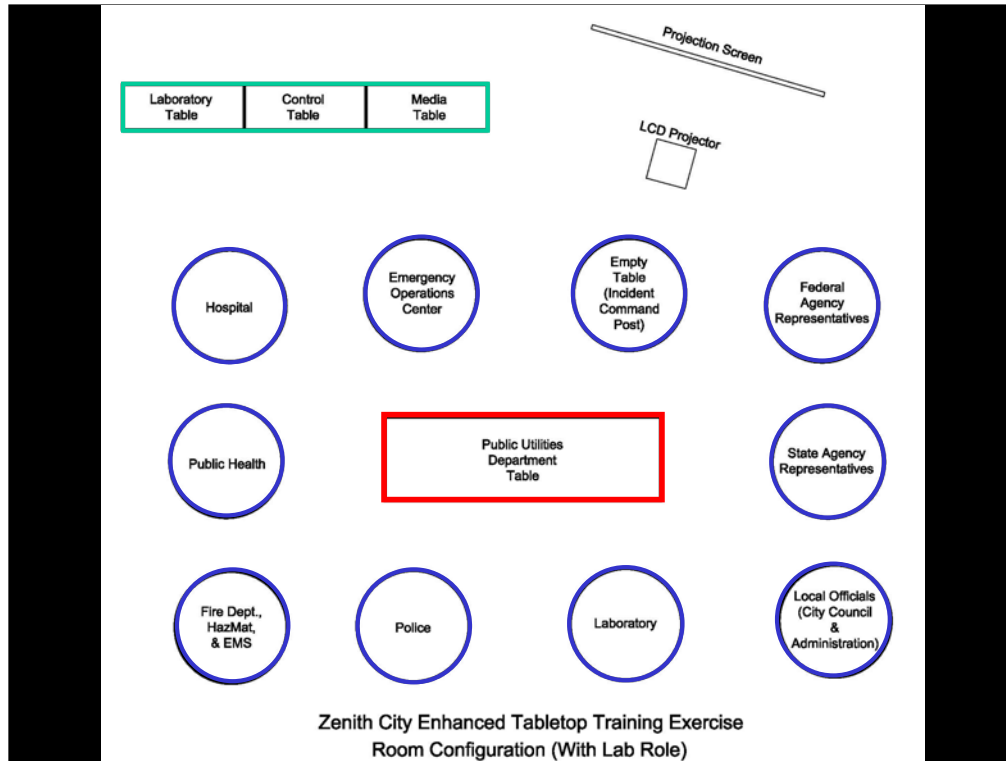
**Instructor Notes:**

•A table configuration diagram for each enhanced exercise is provided on the Zenith City CD. The diagram shown on the next slide depicts a typical room setup, and shows the number of tables and their designated role assignments. Table sizes obviously depend on the number of participants taking part in the exercise.

•Once the tables are configured according to the diagram, label each table using the double-sided table signs provided on the CD.

•Next, print and place all the pre-exercise role-specific materials on the tables. Each table is provided background information pertinent to its role. This is typical information that each organization might realistically have access to. All the pre-exercise materials are provided on the CD.

•Trainers can find the slideshow presentation that accompanies each exercise on the CD as well. This presentation introduces the participants to Zenith City and sets the stage for the exercise. The presentation can be given using a computer with an LCD projector, or an overhead projector.

Zenith City Enhanced Tabletop Training Exercise
Room Configuration (With Lab Role)

**Instructor Notes:**

•This slide shows an example of an enhanced Zenith City tabletop exercise room configuration.  These figures are provided for each enhanced exercise on the Zenith City CD.

•Trainers should be familiar with the locations of all the roles represented in the room.  Note that not all roles represented will be required for all scenarios, so the room configuration may differ slightly from exercise to exercise.  For example, if personnel from laboratories are to be present, a "Laboratory" table would need to be included in the room configuration, as shown above.  If the laboratory role is included, it should be eliminated from the "Control/Media/Lab" table to avoid confusion.

## *The Tabletop Exercise CD*

1. Select the exercise you plan to run – CD provides all exercise materials
2. Print the "Tabletop Materials Checklist" for the exercise
3. Print all the materials for the exercise and use the "Checklist" to verify that all materials are printed and distributed appropriately

**Instructor Notes:**

•The exercise trainer, or "CONTROLLER," will use the CD to select an exercise and produce all the materials required to run that exercise.

•The trainer will use the "Tabletop Materials Checklist" to guide them through the production of all the necessary exercise materials. The checklist describes which materials should be given to each participant role, how many copies of each exercise material need to be printed, and it specifies the paper sizes to be used.
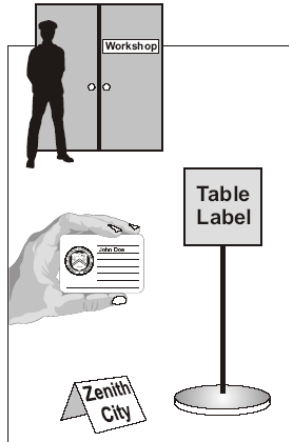
**Exercises on the Zenith City CD**

Demonstration

<u>**Instructor Notes:**</u>

Demonstrate the CD format to the trainers.

# *Some Exercise Setup Tips*

- Select a facility that is somewhat secure and conduct training in a closed, private room
- Remind participants to provide valid ID (typically required by the host facility)
- Table labels should be visible to all participants

**Instructor Notes:**

This slide lists some basic tips that will help controllers plan and execute a successful exercise. Taking a few moments to think ahead and plan for the exercise can mean the difference between a highly beneficial, well executed exercise, versus a muddled, confusing exercise that provides little to no value.

## Some Exercise Setup Tips (cont'd.)

- Provide additional copies of exercise materials (if group is large)
- Have spare forms on hand for participants
- Take a moment to let participants introduce themselves to each other

**Instructor Notes:**

This slide lists some more basic tips that will help controllers plan and execute a successful exercise.